PERSUPPACT SAN DIEGO INSTRUCTION 7322.2H

Subj: MANAGEMENT OF SUB-MINOR PROPERTY

Ref: (a) NAVCOMPT Manual, par. 036700
     (b) JAGMAN, Chapter VI
     (c) SECNAVINST 5500.4D

Encl: (1) HOW TO USE the (PROPLINK) PSA West Network Supply Inventory
          Web Site
      (2) Preparation of Online MLSR Report
      (3) Preparation of the DD Form 1348-1 Turn-in document for material
          being surveyed.
      (4) SUB-MINOR PROPERTY Inventory Schedule effective Jan. 2001
      (5) Memorandum on discrepancies of Inventory Report
      (6) Temporary Issue Letter
      (7) Sample Detachment ASA and Supply SUB-MINOR PROPERTY Manager
          Designation letter

1. <u>Purpose</u>. To establish procedures for the identification, accountability
and inventory of SUB-MINOR PROPERTY.

2. <u>Cancellation</u>. PERSUPPACTSANDIEGOINST 7322.2G

3. <u>General</u>. As defined by reference (a), SUB-MINOR PROPERTY is the personal,
government-owned property acquired for immediate use and having a unit cost of
less than $100,000.00. The data base of SUB-MINOR PROPERTY, as a minimum, will
include all items of SUB-MINOR PROPERTY costing $300.00 to less than
$100,000.00 specifically including furniture, fixtures, office or industrial
equipment, items that are pilferable or items designated by the Commanding
Officer.

4. <u>Responsibilities</u>. The Communications/Computer Systems Support Director is
responsible for the proper management of all SUB-MINOR PROPERTY. SUB-MINOR
PROPERTY shall be recorded on and controlled by the use of the Supply
Inventory Database. If SUB-MINOR, a detachment or staff department from a
vendor or any other outside source receives PROPERTY, the
Communications/Computer Systems Support Director shall be notified within
three working days. A serially numbered SUB-MINOR PROPERTY tag shall be
affixed to each piece of equipment. A list of all SUB-MINOR PROPERTY will be
provided to the OIC/staff department head who shall acknowledge custody of the
items by signing the last page of the SUB-MINOR PROPERTY listing. The
OIC/staff department head shall further sub-custody the item to the end/user.

5. <u>Procedures</u>

     a. OICs shall ensure that both accountable and other minor properties
are safeguarded to prevent loss or damage. They shall conduct inventories and
provide information on SUB-MINOR PROPERTY, as requested by the
Communications/Computer Systems Support Director. If received from another
detachment or staff department, receipt shall be recorded in the Supply
Inventory database via the Supply Inventory Web site within three working
days. The Systems Administrator, Assistant Systems Administrator and Supply
SUB-MINOR PROPERTY manager must read and comply with all aspects of this
instruction.

     b. The Systems Administrator will be responsible for the management,
accountability, and the detachment's single point-of-contact for
communications-computer matters in coordination with the OIC.

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The Systems Administrator and/or the Assistant Systems Administrator are responsible in the internal and external movement of communications-computer assets. The Systems Administrator and/or the Assistant Systems Administrator will accomplish all physical transfers and receipts of communications-computer assets to and from PSA WEST.

     c. The Assistant Systems Administrator and the Supply SUB-MINOR PROPERTY manager must be designated by the OIC in writing to the Communications/Computer Systems Support Director. Replacement for the Assistant Systems Administrator or the Supply SUB-MINOR PROPERTY manager should be designated 30 days before the incumbent has projected loss date.

     d. After the initial inventory, accountable minor property shall not be reassigned from one detachment to another without first notifying the Communications/Computer Systems Support Director. This is essential to maintain accurate custody records. Neither accountable nor other SUB-MINOR PROPERTY shall be transferred to other government activities or disposed of without notifying the Computer Systems Support Director to ensure that the property is not required elsewhere within the PSA WEST Network. Under no circumstances shall government property be transferred to a non-governmental agency/person.

     e. A signed receipt document from the vendor is required for any equipment sent out for repair.

     f. All requests for additional or replacement SUB-MINOR PROPERTY shall be submitted to the Communications/Computer Systems Support Director via E-mail. When a new SUB-MINOR PROPERTY is received, the PSA WEST Staff Supply Technician shall establish the custody record in the Supply Inventory database and affix the Barcode PROPERTY tag to the accountable SUB-MINOR PROPERTY. If the property is received directly at the detachment, the detachment System Administrator or Supply SUB-MINOR PROPERTY Manager MUST request a Barcode Property tag from PSA WEST Staff Supply via E-mail within three working days.

     g. When it is discovered that an accountable SUB-MINOR PROPERTY is missing, lost, stolen, recovered or when there is evidence that personal responsibility resulted in lost, stolen, willful damage or destruction of equipment, the base NIS office must be notified. The Online MLSR Report must contain the action taken by the base NIS and must be submitted to the Physical Security Officer (see enclosure (2)). When it is discovered that a SUB-MINOR PROPERTY is worn beyond economical repair or becomes an excess (see enclosure (1), para I,M), forward the Survey Request to the Communications/Computer Systems Support Director, within three working days. Excess IT equipment is reported to DITMS. Upon the approval of the survey request or the receipt of the Disposal Authorization letter from DITMS, the PSA WEST Staff Supply Technician will record the survey in the Supply Inventory database and forward a list of approved surveys to the reporting activity. The reporting SUB-MINOR PROPERTY manager or System Administrator shall prepare a DD Form 1348-1 (see enclosure (3)), make appointment with and deliver the equipment to the Defense Reutilization Marketing Office (DRMO) for disposal. Upon completion of disposal to DRMO a signed and dated legible copy of the DD Form 1348-1 must be returned to the Communications/Computer Systems Support Director within three working days for the deletion of the record from the Supply Inventory database.

     h. OICs and Staff department heads shall inventory all accountable SUB-MINOR PROPERTY IAW the schedule in enclosure (4), reporting the result in writing to the Communications/Computer Systems Support Director no later than the 15th of the month following the inventory. Inventories will be conducted by sighting each individual SUB-MINOR PROPERTY by property tag number and serial number and compare the results to the SUB-MINOR PROPERTY listing.

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The report of inventory shall address all discrepancies/additions /deficiencies and SUB-MINOR PROPERTY without a property tag noted during inventory. An inventory shall also be held upon relieving of an officer in charge, at which time the relieving officer shall sign the original copy of the SUB-MINOR PROPERTY list provided by the Communications/Computer Systems Support Director. The Communications/Computer Systems Support Director shall maintain the original signed copies of the SUB-MINOR PROPERTY lists. A copy will be provided to the custodians for their use. When the scheduled inventory is within six months of the change of charge, inventory will be re-scheduled to coincide with the change of charge inventory.

      i. Complete inventories or spot checks of inventory will be conducted intermittently by PERSUPPACT San Diego Staff.

                            CAROLINE B. KONCZEY

Distribution:
PERSUPPACTWESTINST 5216.1K, List II

<u>HOW TO USE THE (PROPLINK) PSA WEST NETWORK SUPPLY INVENTORY WEB SITE</u>

Supply Inventory Web site is use for the management and maintenance of the SUB-MINOR PROPERTY records of PSA WEST Network. The Systems Administrators and detachments' SUB-MINOR PROPERTY managers will access the Supply Inventory Web site via Internet address http://supply.psasd.navy.mil. A Logon ID and a unique PASSWORD is needed to access the Web site. Systems Administrators and detachments' SUB-MINOR PROPERTY managers can only transfer records under their custody. Only permanent transfers of SUB-MINOR PROPERTY need to be recorded in the Supply Inventory database. The transfer is not completed until the recipient receives the transfer via the Supply Inventory Web Site. This must be done within three working days. All transfer transactions are recorded in the History File.

1. <u>MENU</u>

    A. Transfer Equipment. This is for permanent transfer of custody of minor equipment to PSA WEST STRM. The transfer is verified automatically either it is successful or not. After all your transfers are done, click on the Outgoing List and a result of all your transfers will be listed, you can Copy and Paste into the e-mail and send to nabalos@psasd.navy.mil and rphifer@psasd.navy.mil. To do the COPY and PASTE properly, your Internet Browser must be at least Microsoft Internet Explorer 4.0 version. NOTE: SENDING OF THE EMAIL IS MANDATORY POLICY.

    B. Reverse Transfer - This reverses an erroneous transfer.

    C. Receive Equipment - This is to receive permanent transfer from PSA WEST STRM. Enter the correct PA number to complete the transaction. A record must be transferred first before it can be received. A listing can be viewed or printed by clicking on the Incoming Option.

    D. Modify - Only three fields in the Database are allowed to be modified, Div/Code, User's name and Remarks.

     E. Queries –
        (1) Query by PA number - will automatically include the History file.
        (2) Query by Serial number - enter in any part of the Serial number, please use four or more characters for search. Survey file is also searched with this Query.

    F. MLSR - See Encl (2) Preparation of Online MLSR Report.

    G. Incoming list – list of transfers to your account from PSA WEST STRM N6.

H. Outgoing list - list of transfers from your account to
PSA WEST STRM N6. Note: The transfer is not completed until the recipient receives the transfer via the Supply Inventory Web Site. Receiving of equipment within three working days is a N6 POLICY. Print the Incoming or Outgoing list to be used as the Permanent Transfer Document by clicking on the Printer icon in your browser.

I. Inv by PA# - Inventory list of all equipment under your custody in PA Sequence.

J. Inv by Nomen - Inventory list of all equipment under your custody in Nomenclature Sequence. When printing your inventory list, all records in transfer status will still be under your custody, make sure there is no outgoing transfers pending before printing.

K. To exit of Logoff – close your Internet browser.

L. In addition to the email and the database History file of all equipment transfers and moves, the Printed Permanent and/or Temporary Issue Document must be signed by at least the Issuer and the receiver, and maintained as follows: Permanent Issue Document - The original will be forwarded to code N621 for filing. The file will be kept for a minimum of two years. Temporary Issue Document – The Original will be forwarded to code N621 and maintained in the Temporary Issue Active folder. When the equipment is returned the Temporary Issue Document will be moved from the Temporary Issue Active folder to the Temporary Issue closed folder and kept for a minimum of two years. A letter prepared as indicated by enclosure (3) signed by the individual and N6 will be required for any equipment that will be used off-site and/or maintained at the individuals civilian quarters. The original document will be kept in the Off-Site Custody folder. When the equipment is returned back to N6, the document is destroyed.

M. Survey Request for non-ADP SUB-MINOR PROPERTY – use the Survey Option, type in the PA number and remarks (Reason for survey). Click on the Survey list, print the result and forward it to Staff N62.

PREPARATION OF ONLINE MLSR REPORT
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

1. When it has been determined that an equipment is Missing, Lost, Stolen or Recovered an Online MLSR report must be prepared as follows:

    (a) Enter the PA number of the missing equipment.
    (b) Explain the circumstances under which the Property was Missing, Lost, Stolen or recovered.
    (c) Type in the action/s taken to correct the circumstances.
    (d) Enter the Responsible Officer (OIC/AOIC).
    (e) Press Enter or click the submit button.

2. Review the Online MLSR Report, print it and forward to PSA WEST Physical Security Officer immediately.

PREPARATION OF THE DD FORM 1348-1 TURN-IN DOCUMENT FOR MATERIAL BEING SURVEYED

1. A 1348-1 must be submitted with the equipment after approval of the survey for equipment that is damaged due to normal wear and tear, or if material is in excess. The completion of the turn-in document is as follows:

Blocks   Field legend   Explanation

Stock number Enter the complete stock number, if not known enter the first four digits of the Federal Supply Classification (FSC), that is applicable to the equipment being turned in, followed by 00, completed by LSN.

Unit of issue Self explanatory

Quantity   Enter the quantity listed on the DD Form 200. NOTE: Only equipment of the same type may be listed on the same survey document. A separate 1348-1 must be prepared for each type equipment listed.

Document number   Enter PSA's UIC ONLY. Use the survey document assigned on the DD Form 200.

               Enter "N" "A" respectively.

Unit Price   Enter the unit price listed on the survey document.

Shipped from Enter your detachment's address.

Shipped to   DRMO SAN DIEGO
              PO BOX 337
              IMPERIAL BEACH CA 92032
              NOTE: Use the Government disposal site at or near your detachment.

Remarks   Type "Approved for Transfer By:" Enter your OIC's name and signature.

SUB-MINOR PROPERTY INVENTORY SCHEDULES EFFECTIVE JANUARY 2001

Month	Detachments			
January	NAVSTA	OKLAHOMA CITY	ASW	FALLON
February	NORIS	DENVER	MONTEREY	LEMOORE
March	PT HUENEME	BANGOR	BREMERTON	EVERETT
April	CHINA LAKE	POINT LOMA	CORONADO	WHIDBEY
May	BALBOA	CAMPEN	EL CENTRO	
June	STRM N6	STAFF		
July	NAVSTA	OKLAHOMA CITY	ASW	FALLON
August	NORIS	DENVER	MONTEREY	LEMOORE
September	PT HUENEME	BANGOR	BREMERTON	EVERETT
October	CHINA LAKE	POINT LOMA	CORONADO	WHIDBEY
November	BALBOA	CAMPEN	EL CENTRO	
December	STRM N6	STAFF		

NOTE: Inventory results are due no later than the 15th of the month following the inventory.